

**PUBLIC HEALTH COUNCIL
EXECUTIVE COMMITTEE
MINUTES**

January 19, 2005, 9:30 a.m. – 11:00 a.m.
1 W. Wilson St., Room 751

Members in Attendance: Bevan Baker, Gary Gilmore, Stephen Hargarten, Ayaz Samadani, Julie Willems VanDijk, Jeanan Yasiri

BHIP Staff: Susan Wood, Director, Bureau of Health Information and Policy; Stacia Jankowski, Jacqueline Moss

1. Organizational issues

Evaluation forms have been collected for the last two council meetings. There was low participation in completing these evaluations. The results for those completed indicates that the group is fine with the substance of the meetings, but are ready to move on to action items.

Dr. Samadani expressed interest in collecting information from the group regarding suggestions for the direction of the Council and how each Council member sees his or her role.

Dr. Gilmore offered to send a sample that asks these types of questions to Ms. Wood.

Action: For the next Council meeting, discuss the results of the evaluations to date, use a new evaluation form that captures suggestions for the direction of the Council, and stress the importance of completing the evaluation.

As part of a discussion on reporting the progress of the Council, two issues were raised:

1) marketing, and 2) the value of presentations at the last few meetings.

Future Consideration: The development of a mechanism to disburse/communicate the progress of this Council to both the public health community and the Legislature.

Action: Stress the value/necessity of the presentations from the last meetings in grounding the committee both at the council meeting and in the status report and incorporate marketing strategies into work plan.

2. Roles of Subcommittees

The executive committee agreed that the role of the subcommittees is to deliberate issues and provide recommendations to the overall Council. Three suggestions were raised to assist the subcommittees:

- 1) Incorporate the expectations and boundaries discussed into the charter;
- 2) Review the expectations and boundaries on a periodic basis, thereby making the charter a sort of living document; and
- 3) Represent the subcommittee progress in a visual manner to provide a means of seeing the progress being made. The committee agreed to the first two items mentioned above. Ms. Yasiri will provide a sample of the type of visual representation that was referenced in item three above.

Action: Ms. Wood and Ms. Jankowski will work on developing a visual means of tracking the progress of the subcommittees.

3. Development of vision, mission and strategies

Vision

Wisconsin will become the healthiest state.

Mission

Assure safe and healthy people by identifying and advocating for population-based health strategies that are both cost-effective and evidence-based.

Strategies

1. Study what exists now in terms of evidence-based practices.
2. Catalyze new efforts to develop evidence/science-based practices.
3. Promote sustainability of evidence-based practices.
4. Examine current levels of public health and emergency preparedness.
5. Prioritize 2010 objectives for the Council's review and decision making.
6. Communicate the Council's progress in an open and effective manner.

Goals for Next Year

Began the discussion about the goals for the next year, but the committee decided that if they had a means of looking at what has already been done in relation to the *Healthiest Wisconsin 2010* plan they feel they would be in a better position to decide the goals. Ms. Wood indicated that at this point there is not a very good status document that could be used, but she indicated that we could pull together a table with four columns that may indicate where there are gaps. The table would include the following information: topic, the groups that are working on that topic, what the data tells us now, and any other initiatives that may impact the topic. Once such a document is available, the group may even be able to identify short-, medium-, and long-term goals, thereby creating a two-to-three-year plan.

Action: Ms. Wood and Ms. Jankowski will compile the data discussed above and have available for the next full Council meeting.

As part of sending out the agenda for the next meeting, Dr. Samadani will request that every Council member bring one goal to the meeting for discussion.

Potential Agenda Items for Full Council Meeting

1. Discussion of Vision, Mission, and Strategies
2. Goals for Year 1, 2, and 3
3. Evaluation
4. Dual Capacity
5. Focus group report on preparedness.

Next Meeting of the Executive Committee

Tentatively scheduled for Friday, February 18, 2005, from 1:00 p.m. – 3:00 p.m.